

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Assistant Director – Recreation Facilities
DEPARTMENT: Recreation
REPORTS TO: Director of Recreation

SALARY GRADE: 22
FLSA STATUS: E
DATE: 03/2009

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Directs all aspects of the management and operation of city owned recreation and park facilities to provide quality services to citizens.

ESSENTIAL JOB FUNCTIONS:

Carries out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws, including: interviewing, hiring and training staff; planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; coordinating, developing and approving staff training; approving leave requests; and addressing complaints and resolving problems.

Direct the development and implementation of marketing strategies and tools to promote various facilities and leisure opportunities available including meeting with the general public, civic groups and community organizations to discuss opportunities and needs.

Establishes, review and modifies policies and procedures related to the effective management of business offices located at multiple recreation department facilities

Assists in planning long-range goals, objectives, organizational structure, and overall direction for the department

Represents the department on city safety committee. Work involves reviewing safety matters related to recreation and park facilities, working with insurance providers to develop standards, reviewing accident reports and training staff on safety concerns.

Conducts community surveys, feasibility studies, focus groups and project research to identify appropriate means/methods, location and community desires related to capital projects. Makes presentations, develops RFPs, makes recommendations and oversees the work of vendors and contractors.

Develops annual budget, including: reviewing budget expenditures and requesting revisions to meet operational needs; reviewing budget requests and making decisions on organizing projects to remain within budget; and consulting with financial staff regarding budget matters.

Directs the management of building maintenance accounts, prioritizes work to be completed, researches appropriate means and methods for work and monitors various facility systems for efficiency.

Directs and oversees the management and operation of diverse specialized recreation and park facilities

Represents the City on various boards and organizations on the local, regional and state levels. Represents the department at various board and committee meetings and provides liaison with other departments on related activities.

IMPORTANT JOB FUNCTIONS:

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in Recreation Administration, or a related field; and,

Five years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Certified Park and Recreation Professional

Standard First Aid and CPR Preferred

Pool Operators License Preferred

Food Service Manager License Preferred

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

The philosophy, principles, objectives and practices of a large scale and widely diversified municipal recreation program appealing to all ages and interest groups.

The methods, techniques, materials, equipment and safety precautions used in planning, promoting, executing and maintaining a diversified recreation program and maintaining park and recreational facilities and related equipment.

Civic resources, interested organizational possibilities and city government operations.

Specialized recreational facilities including indoor/outdoor swim facilities, fitness center, senior centers, recreation centers, theaters and historical properties.

Capital project management and development related to diversified recreation and park facilities.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Skill in:

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to plan, organize and direct the activities of a large group of professional and paraprofessional recreational personnel engaged in a widely varied setting.

Ability to analyze, establish, modify and advise on recreational operations, policy and procedural matters.

Ability to establish and maintain effective working relationships with a variety of people.

While performing the essential functions of this job the employee is frequently required to sit; use hands to finger, handle, feel or keyboard; lift and/or move up to 50 pounds.

Working Conditions:

Work is performed in an office and in the field exposing the employee to various outside atmospheric conditions.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.